

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to Commander, Aerospace Command and Control, Intelligence, Surveillance and Reconnaissance Center (AFC2ISRC/CG)	2. Auth Grade: 07	3. Effective Date: 1 Nov 01
4. Headquarters: AC2ISRC Commander 5. Reporting Senior: 6. Duty Location: Langley AFB, VA Mail:	7. Telephone Commercial: DSN: Secure no./type system: IVSN: Data Fax: Secure Fax:	

Position Description:

Duties:

Advises the Commander, AC2ISRC and the Commander's staff on all ANG matters

Advise and assist the Director, ANG on all matters of policy, programs operations, and utilization of the ANG C2ISRC community and this community's interface with USAF C2ISR programs

Maintain frequent contact with other ANG Assistants, ANG senior commanders and NGB senior staff members to inform and advise them on matters of mutual concern

Conduct courses, special interest projects, special studies or analyses

Represent the Commander, AC2ISRC at protocol or other official functions

Perform other duties, not inconsistent with the above, as directed by the Commander, AC2ISRC or as requested by the ANG Assistant to the Commander, ACC

9. Special Qualifications/Requirements/Restrictions:

Broad experience in ANG matters

Broad command and control, intelligence, surveillance, and/or reconnaissance background, with experience in Joint C2ISR operations

Extensive executive experience in government or in the civilian sector, including familiarity with the Planning, Programming, and Budgeting System (PPSB)

Advanced personal communications skills, including a demonstrated ability to write clearly and speak effectively

Community stature complementing the requirement to represent the ANG and AC2ISRC at the highest civilian levels

This position is M-Day/drill status only

Must have a minimum of 17 years satisfactory service

Must be able to complete a minimum 3 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD)

Completion of senior service school required

Security Clearance: Top Secret

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9. Continued

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection